



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE:

Final Filing Date: **6/21/2010**

County Counsel

Fiscal & Technical Specialist I/II/III/IV

Mammoth Lakes, California

SALARY

51: I: \$1,745 – 2,120
55: II: \$1,926 – 2,342
59: III: \$2,125 – 2,583
63: IV: \$2,346 – 2,852
24 hrs./week

The County of Mono is accepting applications from permanent county employees for a part-time Fiscal and Technical Specialist I/II/III/IV position now open in the County Counsel Office located in Mammoth Lakes. This recruitment is to fill the vacancy and to create a list for future vacancies in the County.

Definition:

FTS I:

- Updates and maintains the office law library
- Prepares white claims for invoices and reimbursement requests
- Makes travel reservations and conference registrations
- Answers telephone (main line)
- Basic clerical work (e.g., typing, filing)
- Orders and maintains stock of office supplies
- Basic legal secretarial work (e.g., filing and serving court documents, including proofs of service)

FTS II: All of the above, plus:

- Advanced legal secretarial work such as: assisting in preparation and assembly of complex court documents, including Bates stamping, marking Exhibits, and creation of tables of contents; and filling in blanks of simple form templates to create draft court documents and contracts.

FTS III: All of the above, plus:

- Basic paralegal work such as advanced drafting of court documents and contracts. Such work is distinguishable from advanced legal secretarial work in that it requires a knowledge of underlying legal principles and the exercise of judgment and discretion in applying that knowledge to correctly choose which provisions to include in a document, and to customize or modify existing documents as necessary to fit particular facts.

FTS IV: All of the above, plus:

- Advanced paralegal work such as legal research and writing. Such work is distinguishable from basic paralegal work in that it requires expertise in conducting competent legal research – including locating, reading, and understanding applicable statutes, cases, treatises, and other authorities – and applying the results of the research to particular facts in order to answer legal questions. This may also include drafting legal work product, such as a memorandum, memorializing the answer with detailed analysis and citation of authorities. Such work is similar to that done by attorneys in the office, except that it is done under the direction and supervision of such an attorney.

Ability and willingness to (partial list):

- Ability to maintain confidentiality and discretion in dealing with sensitive legal matters.
- Ability to be a “self-starter” and work competently with little or no immediate supervision.
- Ability to meet strict deadlines, budget time, and maintain composure under occasionally stressful working conditions, such as when major court filings are due.

Typical Working Conditions and Physical Requirements: Work is performed in an office and community environment; there is frequent contact with staff and the public. This position requires sitting for extended periods of time, frequently standing, walking, kneeling, crouching, and some lifting. Normal manual dexterity and hand eye coordination, corrected hearing and vision to normal range, good verbal communication skills, and the ability to operate office equipment such as computer, telephones, calculators, copiers, and fax machines.

Minimum Qualifications: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. One (1) year of work experience in performing basic legal secretarial work (filing and serving court documents, including proofs of service) is required for the FTS I level. Additional qualifications apply to be hired at the higher levels.

Special Requirements: None.

Application Process: For a complete job description and application, contact the County Administrative Office at (760) 932-5412 or obtain **applications** received by 5:00 pm by 6/21/2010 in the CAO's office will be considered. E-mailed or faxed applications will be accepted provided the application with the original signature is postmarked by 6/21/2010.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES

P.O. Box 696 ~ Bridgeport, California 93517

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